



Vacancy #20-09

***United States Bankruptcy Court
Northern District of Georgia***

VACANCY ANNOUNCEMENT

Position:	Intake Generalist
Location:	Atlanta, GA
Opening Date:	September 29, 2020
Closing Date:	October 30, 2020 (or until filled)
Salary:	CL 23/24 (\$36,449 – \$65,637) based upon qualifications

Overview: The United States Bankruptcy Court for the Northern District of Georgia, the third largest of its kind in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Approximately 85 Clerk's Office staff support the work of nine judges. Intake Generalists are involved in the administration and review of cases from opening through final disposition. Intake Generalists provide the highest level of customer service to the general public, the bar, trustees, and all other parties who transact business with the court.

Description of Duties:

- Greet all visitors to the public intake area, providing general direction and support as needed
- Receive and examine bankruptcy petitions and all other documents filed in paper format, ensuring compliance with bankruptcy rules and filing requirements
- Collect and receipt fees in accordance with internal controls procedures, reconciling all cash items at the end of each business day
- Compose clear and concise docket entries for all paper petitions, pleadings and claims
- Research court records, responding to internal and external requests for copies as appropriate and certifying upon request
- Coordinate, ship, and retrieve records from the Federal Records Center
- Maintain the lobby area, ensuring that all publicly available forms and informational materials are available
- Sort, file, and purge paper case records
- Create and maintain filer identifications in filer tracker program
- Perform other duties as assigned

Mandatory Qualifications:

- Ability to work well in a team based, collaborative environment
- Proven track record of delivering the highest level of customer service and support to internal and external parties
- Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws
- Ability to communicate clearly both in writing and verbally with Chambers staff, with other Clerk's Office staff and with the public
- Proficient with Microsoft Applications and Adobe Acrobat
- High school graduate or equivalent

Desirable Qualifications:

- Associate's degree or Bachelor's degree is preferred

How to Apply: To be considered for this position, qualified applicants must submit:

- 1) A narrative statement highlighting the ways in which you have acquired and used the skills as referenced in the Mandatory Qualifications for this position;
- 2) a resume; and a
- 3) completed Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at: http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to:

Roosevelt_Childs@ganb.uscourts.gov.

Preference will be given to those applications received on or before the closing date of **October 30, 2020**.

Various skills assessment tests will be administered.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, and a check of financial and credit records. Any position offer will be provisional until a full suitability determination can be made. Court employees must adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

The United States Bankruptcy Court is an **Equal Opportunity Employer**.